



DATE: June 3, 2014
SUBJECT: **JOB VACANCY ANNOUNCEMENT – FSN/2014/11**
TO: **All Qualified Candidates**
JOB TITLE: **FINANCIAL SYSTEMS ANALYST - FMO**
WORK HOURS: Full time position – 40 hours/week
GRADE: **FSN-10**/with the possibility of hiring the employee at a trainee level

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

The Financial Systems Analyst serves as Incumbent serves as the financial systems analyst for USAID/Senegal Mission, providing support, guidance and training to staff in the Financial Management Office and other sections of the mission as needed.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Maintains, supports and administers the Agency's Phoenix accounting system to assure that the accounting transactions, disbursements, reports and supporting records are current, accurate and complete for all mission transactions.
2. Implements and maintains all standard USAID financial software, including Phoenix, WebTA, E2, WINTA, ACS, ASP, CART, Assist, etc. Troubleshoots software error and reports outstanding problems to AID/W. Within USAID guidelines (namely prior approval by IRM/W where needed), develops requirements for mission-developed software to enhance and supplement standard software and meet the needs of the mission. Trains and supports Controller personnel in the use of these systems for improved financial management.
3. Performs accounting functions in Phoenix and supports the budgeting process.
4. Controls and maintains the Phoenix control and reference tables. These tables control a number of security features including users' access levels as well as serve as a reference to validate information entered into the systems.
5. Coordinates with the system office for maintenance of equipment and ordering of hardware and software needed for FM operations. Also, determines level of computer supplies necessary for the uninterrupted system operation and place order whenever required



User Support and training (20%)

6. Provides user support to FM and non-FM personnel in the usage of official mission-critical applications as well as desktop application used in day-to-day work. Monitors use of computer resources to ensure data integrity and security of all financial information and reporting systems.
7. Provides technical advice to the payment section of OFM. Ensures that all payments are recorded in Phoenix according to established procedures, are accurate and complete to minimize the risk of errors.
8. Trains Timekeepers on the use of the FSN payroll system. Responsible for maintaining and updating the Post Default File. Ensure Timely and proper installation of system upgrades. Troubleshoots problems and reports to payroll section.
9. Identifies any weaknesses, vulnerabilities, and risks of the FM systems, develops feasible options in coordination with key Mission staff and proposes appropriate actions to FM management. Implements any corrective or necessary actions to train staff, improve, streamline and enhance FM systems to ensure they are the most cost effective with strong internal controls

Reporting (20%)

10. Facilitates and enables the availability of and access to financial information at mission and agency levels using the FM systems. Manages, maintains and distributes a detailed list of FM reports. Works with FM and Mission staff to ensure the most cost effective methodologies are used for preparing and maintaining reports and analysis of program, OE and ASP resources USAID/Senegal and regional operations.
11. Provides technical advice to the accounting section of the Controller's office. Ensures the proper maintenance of all accounting records. Coordinates the preparation and submission of monthly/quarterly reporting. Provides general guidance to Accountants and financial specialists during the accrual and 1311 review process to ensure that these transactions are correctly reflected in the system, to ensure accurate reporting of expenditures.
12. Coordinates USAID/Senegal and its client missions' interface with State Disbursing Offices (USDOS) and Kansas City Financial Management Center (FMC) Electronic system. Using Treasury systems (GOALS), prepares and transmits SF-224 reports each month within the allotted deadline and processes incoming and outgoing charges to other governmental agencies through IPAC.

Cash reconciliation (20%)

13. Identifies, analyzes cash balance differences with Treasury by comparing Treasury data contained in the SF-6653 with mission disbursement records. Maintains through various mechanisms, a list of reconciling differences that are reported in Phoenix. Uses CART for



preparation of reconciliations. Coordinating with required staff in FM and other missions, follows up on outstanding reconciling items and takes necessary resolution actions. Recommends changes in procedures based on types of reconciling items to improve efficiency and performance.

14. Provides general guidance to the cashier. Assists the cashier in researching the differences with the disbursing officer. Performs, at least monthly, cash counts and reconciliation of cashier's transactions.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** University degree (BS or BA) in accounting or finance is required; advanced studies/training in accounting, auditing, business administration, data processing and management is desirable and highly recommended. A master's degree in accounting or finance and/or a professional license (i.e. Certified Public Accountant) is also desirable.

2. **Prior Work Experience:** Requires a minimum of three years of experience in the use of automated accounting systems management; private sector accounting experience and/or international donor accounting experience is desirable, particularly in using automated accounting system.

3. **Post Entry Training:** training courses in USG accounting, data processing, OJT in USAID accounting policies and procedures, Phoenix operations (procedures, requirements and conventions) and report generation required.

4. **Language Proficiency:** Level 3 English is required. Level IV French desired.

5. **Knowledge:** Familiarity with USAID accounting policy, procedural and reporting requirements is desired; general familiarity with other relevant USG (treasury, USDO) policies and regulations is also desired. Knowledge of commercial and/or governmental accounting systems is required.

6. **Skills and Abilities:** Must have demonstrated analytical abilities and systems technical skills to effectively carry out assigned duties, with the ability to provide training and guidance in a professional capacity. Typing ability to facilitate use of computer terminals is required. Knowledge of USAID-approved software is required to fully carry out the duties of this position.

D. POSITION ELEMENTS

1. **Supervision Received:** Incumbent should be able to carry duties independently under the general supervision of the Chief Accountant..

2. **Available Guidelines:** Phoenix guidebook, ADS

3. **Exercise of Judgment:** Employee must exercise judgment in dealing with individuals within and outside the Mission prioritizing work demands and assuring that critical transaction are processed



4. **Authority to Make Commitments.** : None
5. **Supervision Exercised:** None
6. **Nature, Level and Purposes of Contacts:** Contacts with all levels of officers and employees, USDO and some external sources (banks, ministries)
7. **Time Required to Perform Full Range of Duties:** One year after entry into the position

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management. Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: June 21, 2014

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

Mamadou Niass, Chief Accountant:

Date:

6/3/2014

James Redder, Controller :

Date:

6/3/14

Samuel Carter, Supervisory REXO:

Date: JUN 03 2014